



The City of Cincinnati

EEO Counselor Network

The EEO Office is seeking employees interested in serving on the EEO Counselor Network from January 1, 2007 to December 31, 2009. Training will be provided. If you, or someone you know, is interested and meets the following criteria, you are invited to attend an informational meeting on

Thursday, September 21, 2006

2:00 p.m. to 4:00 p.m.

**Human Resources Department/Training Room
Centennial Plaza Two, 805 Central Ave., Suite 200**

Persons wishing to serve as an EEO Counselor should meet the following criteria:

shall be a current full-time City of Cincinnati employee with a minimum of three continuous full-time years of service;

shall be free of any disciplinary actions more serious than a written reprimand for the past twelve calendar months;

shall have a performance rating of at least meets expectations for the past twelve calendar months;

shall not be currently under investigation by any City Department, Division, Agency, or other legally constituted and recognized investigative body for any allegation of misconduct or violation of law;

shall possess oral and written communication skills;

shall be willing to attend EEO Counselor meetings and training sessions;

shall conduct themselves in a professional manner at all times and be able to command the respect of management and co-workers;

shall be willing to serve as a resource person for employment/promotional opportunities as well as EEO matters;

shall become familiar with the City's Affirmative Action/EEO Program and assist the EEO Office with its implementation. Must also be willing to learn and abide by EEO instructions and guidelines;

and shall be willing to serve for three consecutive years as an EEO Counselor without monetary compensation.

NOMINATION FORMS WILL BE DISTRIBUTED ON SEPTEMBER 19, 2006

FORMS WILL ALSO BE AVAILABLE IN THE HUMAN RESOURCES DEPARTMENT

QUESTIONS? CONTACT DEBRA PARRISH AT 352-1508

Nominations accepted until Wednesday, September 27, 2006 at 5:00 p.m.